



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Office Technician (Typist)

SALARY:	\$2598 - \$3157	POSITION NUMBER:	363-340-1139-001
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full Time	FINAL FILING DATE:	Until Filled

DUTIES:

Under the supervision of the Chief of Office of Financial Management & Economic Research (OFMER), the incumbent performs technical and clerical support work for the Chief and part of a staff of up to six analysts; gathers confidential and sensitive data, maintains suspense files on projects and requests assigned to various OFMER staff, and inputs data. The incumbent performs copying and assembling of costing proposals and/or salary surveys for meetings and pursuant to SB 621, receives costing data for various MOUs from OFMER staff and assists the Department in finalizing the costing summary. The incumbent will also receive and direct calls and visitors from various branches of State and local government and members of the public, and may also be asked to make calls informing public agencies or private entities that they will be receiving salary surveys and that completing them by the due date is very important to our office & the Governor. Performs technical work in planning meetings, including sending invitations and booking conference and meeting space for OFMER. The incumbent may finalize policy and issues papers concerning statewide employee compensation, benefits, and retirement issues, track assignments, and assist OFMER staff with various problems arising in connection with costing control for the collective bargaining process and finalize related correspondence. May assist in the preparation of costing and compensation reports, including developing report formats, charts, graphs and other visual aids for the Director. May be required to provide clerical and technical support to other areas of the Labor Relations Office in support of collective bargaining, including independently preparing routine responses to correspondence for the Chief, OFMER or Labor Relations Officer's signature, and maintaining and updating the grievance tracking system as needed. This position will also make travel arrangements and prepare travel vouchers and expense claims for division staff, make arrangements for registration and attendance at conferences, seminars, etc, and serve as OFMER Attendance Coordinator, maintaining and processing attendance data and new hire documentation. Other related duties as required.

DESIRABLE QUALIFICATIONS:

- Good typing skills. Must be able to type a minimum of 40 words per minute. Typing certificate required.
- Good organizational skills.
- Personal computer utilization skills.
- Ability to maintain confidentiality of information.
- Good communications skills, especially good telephone skills.
- Good attendance.

WHO MAY APPLY:

Applicants must be eligible for transfer or reachable on the Office Technician (Typing) list, and must produce typing certificate.

SUBMIT APPLICATIONS/RESUMES TO:

Alene Shimazu, Chief
Office of Financial Management & Economic Research
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95814

RPA #07-074

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.